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Ontario Department of Education

Regulations and Examinations

OF THE

Normal Schools

OF

Ontario

FOR

FIRST CLASS AND KINDERGARTEN-PRIMARY CERTIFICATES

Session 1936-1937

PRINTED BY ORDER OF
THE LEGISLATIVE ASSEMBLY OF ONTARIO

TORONTO
Printed and Published by T. E. Bowman, Printer to the King's Most Excellent Majesty
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Ministry of Education, Ontario
Historical Collection

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IMPORTANT NOTICE

Before an applicant is finally admitted to a Normal School, he must submit a certificate of physical fitness signed by a medical examiner appointed by the Minister of Education. The medical examination, for which a fee of $2.00 will be paid by the applicant, will be conducted at the Normal Schools during the first two weeks after the opening of the term.

In the event of the rejection of the applicant in consequence of the medical examination, the fee will be refunded and the actual cost of transportation from the Normal School to the applicant's home will be paid by the Department of Education.

REGULATIONS AND EXAMINATIONS FOR FIRST CLASS AND KINDERGARTEN-PRIMARY CERTIFICATES

LOCATION

1. The courses for Interim First Class certificates are given at the Normal Schools at Hamilton, London, North Bay, Ottawa, Peterborough, Stratford, Toronto, and the University of Ottawa, and at the rural and urban schools which are used as Model Schools in connection therewith, and those for Kindergarten-Primary certificates at Toronto and at Ottawa, if the number of applications justifies the establishment of these courses there.

CONDITIONS OF ADMISSION

2. For admission to the First Class course, the applicant shall submit with his application *one* of the following:—

(1) Certificates that he has passed the Lower, Middle, and Upper School Departmental examinations under former regulations.

(2) A certificate that he holds a degree from a British University, approved by the Minister as the equivalent thereof in the standard and the content of the undergraduate courses therefor.

(3) Certificates that he has passed the Departmental examinations under the present regulations as follows:—

(a) Lower School—

Arithmetic, Art, British History, Geography, Grammar, Physiography, and two of Botany, Zoology, Agriculture (First Year), Agriculture (Second Year).

NOTE 1—Upper School certificates in Botany and Zoology will be accepted in lieu of Lower School certificates in any two of Botany, Zoology, Agriculture (First Year), Agriculture (Second Year).

NOTE 2—A Middle School certificate in Art will be accepted in lieu of a Lower School certificate in Art.

NOTE 3—Middle or Upper School certificates in Latin will no longer be accepted in lieu of a Lower School certificate in English Grammar.

(b) Middle School—

English (Literature and Composition), Algebra, Geometry, Canadian History, Ancient History (or Music), Physics (or Agriculture, Part I), Chemistry (or Agriculture, Part II).

NOTE 1—A certificate of having obtained 40 per cent. on a paper in any one of the following Upper School subjects will be accepted in lieu of credit for the corresponding Middle School paper:

English (Literature and Composition),
Algebra, Geometry, Chemistry.

NOTE 2—The Junior certificate issued by the Toronto Conservatory of Music in History and Harmony, or in any practical subject other than Sight-singing, together with the required Theory, will be accepted in lieu of the Middle School certificate in Music.

(c) Upper School—

English (Literature and Composition), History;
any two of Algebra, Geometry, Trigonometry; and
any two of Latin, Greek, French, German (or Spanish), Biological Science (Botany and Zoology), Physical Science (Physics and Chemistry).

NOTE—The third mathematical subject or the Intermediate certificate issued by the Conservatory of Music in any practical subject other than Sight-singing, together with the required Theory, may be substituted for either Physics or Chemistry.

3. An applicant for the Kindergarten-Primary course shall in addition to the above certificates submit a certificate from competent authority that she is able to sing and to play simple music on the piano or the organ, said certificate to be subject to the approval of the instructor in music at the Normal School when the candidate presents herself at the school.

4. Applicants for admission to the Normal Schools who, not later than September, 1933, obtained Departmental certificates in one or more of—

(a) Lower School Botany, Zoology,
Agriculture (First Year),
Agriculture (Second Year);

(b) Middle School Physics (or
Agriculture (Part I),
Chemistry (or Agriculture, Part II);

(c) Upper School English (Literature and Composition, History;
and any two of Algebra, Geometry, Trigonometry; and
any two of Latin, Greek, French, German (or Spanish),
Biological Science (Botany and Zoology),
Physical Science (Physics and Chemistry),

may complete their standing for admission under the former regulations as set forth in the Courses of Study and Examinations of the High Schools, Collegiate Institutes and Continuation Schools, revised, 1932, (Sec. 16).

OTHER REQUIREMENTS

5. Each applicant for admission to a Normal School shall also submit the following documents on official forms to be supplied to him on application to the Deputy Minister:

(1) A statement signed by himself that he applies for admission to a Normal School with the intention of teaching at the earliest opportunity.

(2) An agreement that, if successful in obtaining a teacher's certificate, he will teach thereon in the Provincial schools of Ontario for at least the first year of his subsequent teaching experience.

NOTICE—A violation of this agreement renders the certificate invalid.

(3) A certificate from competent authority that he is a British subject, and either a certificate from the Deputy Registrar-General of Births, Parliament Buildings, Toronto, or a declaration by one of the parents, or other relative or other person cognizant of the fact, that the applicant will be at least eighteen years of age before the close of the Session.

(4) A certificate from a clergyman or other competent authority that he is of good moral character.

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APPLICATION FOR ADMISSION

6. (1) Application for admission, accompanied by the documents prescribed above, shall be made to the Deputy Minister not later than August 24th on a form to be supplied by him. On receipt thereof the Deputy Minister will send the applicant a card of admission to the course for which he is an applicant, and, without this card, he will not be admitted.

NOTICE—Candidates who fail to comply with the above regulations will forfeit their claim to admission to the course.

(2) Candidates who have appealed against the results of the midsummer examination should apply for admission as above. If successful they will be admitted on the same terms as other applicants.

SESSIONS, TERMS, AND VACATIONS

7. (1) (*a*) The sessions of the Normal Schools for 1936-1937 will begin September 15th at 9 a.m. and end June 18th, and will be divided into three terms, the first, from the beginning of the session in September to the beginning of the Christmas vacation; the second, from the close of the Christmas vacation until March 31st; and the third, from April 1st to the close of the session.

(*b*) On application to the Deputy Minister, teachers-in-training who are required to reattend, may enter at the beginning of the second term and remain until the close of the session in June.

(*c*) Teachers-in-training who, at a previous session, were prevented, through sickness or other compelling cause satisfactory to the Minister, from completing their course, will be permitted to enter at a special date to be determined in each case by the Minister.

(2) There shall be two vacations as follows:—

At Christmas, beginning on December 18th and ending January 4th, and at Easter, beginning on Good Friday and ending on the second Monday after Easter Day.

(3) The daily session shall be one of five hours and a half, inclusive of recesses. Saturday shall be a holiday.

DUTIES OF STAFF

8. (1) Subject to the regulations and to the approval of the Minister of Education, the Principal of each Normal School shall prescribe the duties of his staff and be responsible for the efficiency of the Normal and the Model Schools. The other members of the staff shall be subject to his authority.

(2) As part of his work of supervision, the Principal shall inspect the Normal and the urban and the rural Model Schools as early as practicable in the beginning of each session, and shall prepare a detailed report thereon for the consideration of the Director of Professional Training at his official visit. In the event of immediate action by the Department being, in his judgment, necessary in any case the Principal shall submit promptly a special report thereon for the consideration of the Minister.

(3) Subject to instructions from the Minister, Normal School Masters, to be designated by him each year, shall visit, in company with the Public or Separate School Inspector, rural schools in the district in which the Normal School is situated. Such masters shall submit, within a fortnight after their visit, a report of their observations for the consideration of the Minister and the whole staff of the Normal School.

(4) Subject to instructions from the Minister, each member of the Normal School staffs may be required to take part in the work of the Teachers' Institutes at such dates as the Minister may arrange.

(5) (*a*) Concerted work on the part of the Normal and the Model Schools shall be secured by frequent conferences of the staffs of both schools.

(*b*) Especially at the beginning of each session, the Normal School master who takes the Science of Education and the other members of the Normal School staffs shall discuss with the staffs of the Model Schools the subjects of General Method and Child Study as set forth in Circular 23A, and both staffs shall organize and conduct the work for Observation and Practice-teaching so as to secure a proper co-ordination between it and the Principles of General Method as developed in the Normal School classes.

NOTE—It is to be understood that the aim of these discussions is not to set up a rigid uniformity of procedure in Observation and Practice-teaching, but rather to establish an intelligent connection between theoretic principles on the one hand and their practical applications on the other.

(6) When, notwithstanding the certificate prescribed on page 4, a teacher-in-training is reported to the Minister by the Principal as being physically unfit, the Minister may order a special medical examination of such teacher-in-training, and, as a result thereof, may direct the Principal to dismiss him from attendance.

(7) The principal may, at any time during the session, dismiss from the school, teachers-in-training whose work, in his judgment and that of the staff, shows them to be unduly defective in scholarship or whose conduct or progress is unsatisfactory.

(8) As soon as the organization of the Normal School is completed, the Principal shall direct the attention of the teachers-in-training to the regulations that prescribe their duties and responsibilities while in attendance at the Normal School.

DUTIES OF TEACHERS-IN-TRAINING

9. (1) Teachers-in-training shall board and lodge at such houses only as are approved of by the Principal.

(2) They shall attend the classes regularly and punctually, and shall submit to such discipline and direction as the Principal may prescribe.

(3) All teachers-in-training are required to review, before the session opens, such Public and High School courses as are the academic bases of the professional courses represented in the certificates for which they are candidates.

(4) For the welfare of the female teachers-in-training, the Minister has appointed at each Normal School a member of the staff of their own sex to have oversight, during the session, of the social life of these students. This teacher is at all times accessible to the female students for consultation and advice.

TEXT-BOOKS

10. (1) The text-books for the academic work shall be those prescribed in each subject for the High Schools.

(2) The academic text-books which form the bases for the professional work in the various courses shall be as follows:—

(*a*) First Class: The text-books prescribed for the courses of study of the Public and Separate Schools and of Grades B and C Continuation Schools.

(*b*) Kindergarten-Primary: The text-books prescribed for Form I of the Public and Separate Schools.

(3) The professional text-books are those whose titles are printed in italics in the Courses of Study, Circular 23A.

(4) The teacher-in-training is required to provide himself with a copy of each of the text-books, academic and professional, connected with his course.

LIBRARY

11. Under the direction of the Librarian and the other members of the staff, the library shall be constantly used for consultation by the teachers-in-training. To this end it contains a supply of books of general literature, the principal magazines and educational journals, and an adequate number of copies of each of the most important professional books of reference, a list of which is given in Circular 23A. The library is also supplied with tables for reading and study.

RELIGIOUS INSTRUCTION AND THE LITERARY SOCIETY

12. (1) Religious instruction is provided by local clergymen of the different denominations.

(2) A Literary Society for general culture and for professional advancement shall be established in each Normal School, and shall be fostered by the staff as an important part of the Course of Study. All the teachers-in-training shall become members of this society, and shall attend the meetings regularly. The programmes for the meetings should include essays, debates, recitations, and the reproduction of suitable scenes from standard plays. Special lectures may be provided by the Minister.

PROGRAMME OF STUDIES

A. First Class Certificates

13.(1) The Courses of Study for Interim First Class certificates shall consist of the following as defined herein:—

Group I.

The Science of Education, School Management, Literature and Advanced Reading, Composition, Grammar, Arithmetic, History, Geography, Algebra and Geometry, Elementary Science, Advanced English.

Group II.

Primary Reading, Spelling, Nature Study, Agriculture and Horticulture, Vocal Music, Art, Writing, Physical Culture, Manual Training, Household Science (for women), Hygiene.

Group III.

Observation and Practice-teaching in the Kindergarten-Primary and the various Forms of the urban and rural Model Schools, together with observation in the Kindergarten.

Group IV.

Library Methods, Religious Instruction, and the work of the Literary Society.

(2) Concurrently with the special methodology of the courses, there shall be a review from the standpoint of pedagogy of the academic subjects of the Course of Study of the Public and Separate Schools. There shall also be made, at such stage or stages of the course as the Principal may decide, such an extension of the academic course as time will permit in each of the following subjects:

Literature, Reading, Writing, Art, Vocal Music, Hygiene, Physical Culture, Manual Training, Household Science, Agriculture and Horticulture.

B. Kindergarten-Primary Course

14. The Courses of Study for the Interim Kindergarten-Primary certificate shall consist of the following as defined herein:

Section A. Science of Education, Kindergarten Principles, School Organization and Management.

Section B. The special Methodology of the following subjects of the Kindergarten, the Kindergarten-Primary, and Form I:—

(1) The subjects of Kindergarten Practice.

(2) The subjects of the Kindergarten-Primary and First Forms as follows:—

(*a*) Spelling, Composition, Nature Study and Geography, Arithmetic.

(*b*) Literature, Reading, Writing, Art, Manual Training, Sewing, Vocal Music, Hygiene, Physical Culture.

Section C: Supervised Observation and Practice-teaching in the Kindergarten, Kindergarten-Primary, and First Forms of the Model Schools.

Section D: Library Methods, Religious Instruction and the Literary Society.

Note—The courses in Section B (1) shall include concurrent instruction in Kindergarten Practice; those in Section B (2) *(a)* a review of the academic work from the standpoint of the methodology and the requirements of the Kindergarten, the Kindergarten-Primary, and Form I; and in Section B (2) *(b)* such extension of the academic courses as time will permit, the extension to be made at such stage or stages of the course as the Principal may decide.

MODIFICATION OF THE COURSES

15. (1) The course in Reading shall include practice therein in the Literature class throughout the whole of the session.

(2) In the case of individuals who require additional provision, the course in Writing shall be accompanied and followed by home exercises directed and examined by the master so long as he may deem it necessary, but not beyond the date of the examination therein.

(3) The course in Spelling shall be taken up at the beginning of the session and shall be for the instruction and the guidance in self-improvement in this subject of the teacher-in-training.

(4) Teachers-in-training who hold Provincial professional certificates in Physical Culture, Art, Household Science, Manual Training, Agriculture and Horticulture, Vocal Music, and the Commercial subjects, may be exempted from examination in said subject or subjects, but will take the observation and practice-teaching in the subject or subjects concerned.

(5) Teachers-in-training who have passed in the Manual Training, Household Science, Agriculture and Horticulture, or Writing of the Lower School, or in the Art of Agriculture and Horticulture of the Middle School, shall complete, to the satisfaction of the instructor or instructors therein, the methodology, but may be exempted from the extension work of the course or courses concerned.

(6) In the oral examinations and exercises in Vocal Music the instructor will give due consideration to the claims of the candidates who report themselves as incapable of learning to sing, provided that such claims are presented to the

instructor at the beginning of the session. In no case, however, shall such consideration involve exemption from attendance at the classes or from the written examinations in the subject. If any candidate is unable to teach music that fact will be stated on his certificate.

ORDER AND GROUPING OF THE COURSES

16. (1) In determining the order and the grouping of the courses, due regard shall be had to the character of each subject and to the logical development of the courses.

(2) So far as conditions permit, the programme of instruction will be organized on the basis of intensive study of a few subjects at a time.

(3) The principle of correlation shall be kept constantly in view as being of special importance in the methodology of each of the courses.

(4) *(a)* The courses in Science of Education, School Management, Literature, Composition, Grammar, Arithmetic, Household Science, Music, Art and Physical Culture will begin at the opening of the session and will continue until completed.

(b) The courses in the other subjects shall begin at such dates as the Principal may decide in accordance with the requirements of the courses and of the general organization and will continue until completed.

(c) The courses in Primary Reading, Spelling, Writing, Hygiene, Kindergarten Principles, History, Elementary Science, Algebra and Geometry, shall be completed by the end of February. The courses in the other subjects shall be completed within the third term.

(5) The course in the Special Methodology of each subject shall be introduced by a few lessons of a general character, embracing the application of the principles of General Methodology to the teaching of the subject. These introductory lessons shall be followed by a series of a more detailed character, dealing with:—

(a) The selection and the organization of the subject matter for the school Forms, taken in order, from the standpoint of presentation to the pupils.

(b) The discussion of methods of teaching, including typical lesson plans, accompanied by an academic review of the Public and Separate School courses and by the prescribed extension of the academic courses. [See Regulation 13 (2) above.]

(c) The various courses shall be taken up in terms of the Public, Separate, and Continuation School Courses of Studies, the provisions of which shall be constantly kept in mind.

(6) From time to time the master in charge of a subject shall review his work with a further extension of the most important topics; but the responsibility for keeping up his knowledge of each course devolves upon the teacher-in-training himself.

APPORTIONMENT OF TIME

17. The programme of instruction for each class in the course, exclusive of observation and practice-teaching, will require about twenty-five class periods of forty-five minutes each weekly, or the equivalent thereof, during the session. The Literary Society shall hold one meeting a week, the work to begin as soon as the organization of the Normal School is completed and to continue until the special preparation for the June final examinations begins. The total number of periods for each subject shall be as nearly as practicable as indicated below. The length of each period shall be subject to the approval of the Director of Professional Training.

A. First Class

(1) The class periods shall be distributed among the various courses for the Interim First Class certificate, exclusive of observation and practice-teaching, approximately as follows: Science of Education, 50; School Management, 40; Literature, 40; Composition, 40; Grammar, 40; Advanced English, 30; Arithmetic, 40; Algebra, 15; Geometry, 15; History, 30; Geography, 40; Reading, 20; Spelling, 10; Elementary Science, 40; Nature Study, 40; Agriculture and Horticulture, 40; Music, 50; Art, 50; Writing, 25; Manual Training, 40; Household Science, 40; Hygiene, 25; Physical Culture, 40; Library Methods, 10; Religious Instruction, one period a week.

B. Kindergarten-Primary

(2) Subject to such modifications as the Principal of the Normal School may deem necessary and to the provisions of Regulation 16 to (1), (2), and (3) which, *mutatis mutandis,* shall apply here also:—

(a) The number of lessons in Kindergarten Principles and Practice shall be: 25 in Kindergarten Principles; 30 in Games, Songs, and Stories; and 60 in Gifts and Occupations.

(b) Having regard to the requirements of the courses for the certificate, the number of lessons in each of the Science of Education, Art, Writing, Vocal Music, Hygiene, and Physical Culture, shall, subject to the approval of the Principal, be the same as those for each of the corresponding courses for First Class certificates.

(c) Subject to the approval of the Principal, the number of lessons in each of the other subjects shall be the same as that for each of the corresponding courses for First Class certificates.

OBSERVATION AND PRACTICE-TEACHING

18. (1) In order that the teacher-in-training may begin early in the Observation and the Practice-teaching, an introductory course shall be taken up in the following order:—

(a) An outline study of the work included under Education and General Method in the course in the Science of Education, which should be presented through the Ontario Normal School Manual, *The Principles of Method.*

(b) A supervised series of not less than eight demonstration lessons in the different Forms of the Model Schools.

(2) One lesson a day shall be given to the work in (1) *(a),* which shall begin as soon as the organization is completed, the total number of lessons being about twenty. The demonstration lessons shall begin in the third week and shall continue for about two weeks.

(3) The Introductory course in the Science of Education shall be followed by systematic Observation and Practice-teaching in the Model Schools, supervised by the staffs of the Normal and Model Schools, but each teacher-in-training shall be given an introductory practice-teaching course of at least five lessons, which are not to be taken into account in estimating his final standing.

(4) Each teacher-in-training shall spend at least four periods per week of forty-five minutes each, or the equivalent thereof, in the work of observation and practice-teaching.

(5) The teachers-in-training shall be divided into suitable groups, and the work of observation and practice-teaching, including observation in the kinder-

garten, shall be taken up systematically per time-table arranged from time to time. At least that group to which the teacher-in-training belongs shall be present at the discussions on his observation and practice-teaching lessons.

(6) *(a)* The observation and practice-teaching lessons for each teacher-in-training shall be arranged so as to cover, in as many of the subjects as possible, the work of the Public and Separate Schools in all grades, and the work of Grades B and C Continuation Schools.

(b) The observation and practice-teaching lessons provided for in the logical development of the Normal School course shall be supplemented by other lessons in such forms of the Model School as may be available.

(c) Continuous practice-teaching for several periods toward the end of the course shall be required, the teacher-in-training being wholly responsible for the management of the class.

(7) Each teacher-in-training shall submit written reports of at least forty observation lessons and shall teach at least twenty lessons in addition to the introductory practice-teaching course. These numbers may be increased, at the discretion of the Principal, to meet the necessities of individual cases. But see (13) below.

(8) A teacher-in-training may, if granted permission by the Normal School Principal, serve one week in a Public or Separate School as an assistant to the regular teacher, provided that the latter continues in actual charge of her class room throughout the period of the visit. Such a teacher-in-training may later be available for not more than one week, as a substitute in a Public or Separate School of the locality, urban or rural, in which the Normal School is situated.

(9) Teachers-in-training shall be notified by the Principal of the subject and scope of the observation lesson, and shall prepare the lesson beforehand. After observing the lesson, they shall discuss it with the Model School teacher concerned, or submit a written report thereon.

(10) *(a)* Teachers-in-training shall be notified of the subject and the scope of the practice-teaching lesson, by the Model School teacher concerned after consultation with the Normal School Master concerned.

(b) Teachers-in-training shall prepare a plan of each practice-teaching lesson and submit it for the consideration of the Model School teacher concerned, before attempting to teach it.

(11) *(a)* The model lessons shall be taught in accordance with the regular programme of the Model School.

(b) The Normal School teachers in charge of the academic work in a subject shall develop its details in their teaching order, and after each suitable step, shall also themselves teach model lessons both in special classes and in the Model School itself.

(12) *(a)* The necessary applications of the Science of Education and of Special Methodology shall be made systematically by both the Normal School Masters and the Model School teachers in connection with the observation lessons and the practice-teaching, so that the course may be taken up in terms of the child's mind and growth. Throughout the course, the Master in charge of the Science of Education shall himself formally illustrate by actual teaching the principles he has discussed in class.

(b) As far as practicable, it shall be the duty of the Principal and the other members concerned of both the Normal School and the Model School staffs, in accordance with the time-table, to be present at the observation lessons and

Practice-teaching of the teacher-in-training and to make jointly the criticism and the valuation of his work.

(13) In the Kindergarten-Primary course the minimum total number of observation and practice-teaching lessons for each teacher-in-training shall be as follows, the numbers being increased at the discretion of the Principal to suit the necessities of individual cases:—

(a) In the Kindergarten Form, Observation lessons, 25; Practice-teaching lessons, 20.

(b) In the Kindergarten-Primary Form, Observation lessons, 15; Practice-teaching, 10.

(c) In Form I, Observation lessons, 15; Practice-teaching, 10.

SESSIONAL RECORDS

19. (1) The Sessional Records shall consist of the records of the oral and the written class tests, the practical work, the practice in valuing answer papers of Model School pupils, and, where held, the term examinations in the subjects.

(2) A teacher-in-training who in any subject obtains 60 per cent. of the marks assigned to that subject on the sessional records for term work, class tests, and term examinations may, on the recommendation of the staff, be exempted from the final examination in the subject. See Section 23, page 15.

FINAL STANDING

20. The final standing of the teacher-in-training shall be determined in accordance with the scheme set forth in the Regulations below.

First Class Final Examinations

21. (1) The final examination papers in Group I [Section 13 (1)] will be prepared by the Department and will be uniform for all the schools; the answer papers will be read by the staffs and the results reported to the Department. The examinations in the subjects of Group I shall be held as follows:—

(a) In February: Algebra and Geometry, History, and Elementary Science.

(b) In June: Science of Education, School Management, Composition, Grammar, Literature and Advanced Reading, Arithmetic, Geography, Advanced English.

(2) The final examination papers and the other tests in Group II shall be prepared for each school and the results determined by its staff. Copies of the papers and a statement of the other tests shall be sent to the Registrar of the Department on the completion of the examination concerned. The examinations in the subjects of Group II shall be held as follows:—

(a) In February: Primary Reading and Spelling, Writing, and Hygiene.

(b) At the completion of the course: Nature Study, Agriculture and Horticulture, Vocal Music, Art, Manual Training, Household Science, and Physical Culture.

(3) The maximum number of marks for each subject in Groups I and II shall be 200, of which 100 marks shall be allowed for sessional records and 100 for the final examination.

(4) For the accommodation of extra-mural candidates, papers will be set at the June examinations on all the subjects of Groups I and II. Intra-mural can-

didates who, through sickness or family affliction, are prevented from writing on any or all of the subjects of the February final examinations may write on these subjects in June.

Observation and Practice-Teaching

22. (1) The marks counted in estimating the final standing of a teacher-in-training in Observation and Practice-teaching shall be those awarded him for the lessons following those which form the Introductory Practice-teaching Course. [See 18 (3).]

(2) The maximum marks for Observation shall be 400, and for Practice-teaching, 800.

Interim First Class Certificates

(See page 14, Section 19 (2) above)

23. (1) A teacher-in-training who holds the academic requirements of the First Class Course and who at the final examinations obtains 50 per cent. of the marks in each subject of Groups I and II and 60 per cent. of the marks in each of the divisions of Group III, may, on the recommendation of the staff, be granted an Interim First Class certificate, valid for four years.

(2) A teacher-in-training who holds the academic requirements of the First Class Course and who fails in not more than four subjects of Groups I and II, and who passes in Group III, may be exempted from further attendance and may complete his standing for an Interim First Class certificate by rewriting at one annual examination or separately at different annual examinations, the examination in the subject or subjects in which he failed, but no allowance shall be made for sessional records at such examinations.

(3) All other candidates who have failed to obtain the necessary final standing will be required to attend another session, beginning after Christmas vacation, repeat the course and write on the final examinations for all subjects.

(4) Candidates who for any cause are required to attend another session, in whole or in part, will make application to the Deputy Minister for a card of admission.

(5) Candidates who hold Interim or Permanent Second Class certificates may, if academically qualified, obtain Interim First Class certificates by passing the final written and practical examinations of the course for Interim First Class certificates in Algebra and Geometry, Advanced English, and Elementary Science. Such candidates should apply to the Deputy Minister for permission to take these examinations, should give the number and date of their Interim Second Class certificates, and submit certificates showing that they have passed the Upper School Departmental examinations.

(6) *(a)* Candidates who hold High School Assistants' certificates may qualify for Interim First Class certificates by attending a Normal School for the second and third terms, passing the final examinations in Arithmetic, Composition, Grammar, History, Primary Reading and Spelling, Geography, Elementary Science, Nature Study, Art, Music, Physical Culture, Manual Training, and (for women) Household Science of the course for Interim First Class certificates, and satisfying the examiners that they are able to teach these subjects.

(b) After three years' successful teaching experience in a Public, Separate, or Continuation Grade B or C School candidates who qualify under this regulation will be granted Permanent certificates on the recommendation of the Inspector or Inspectors under whom the required teaching experience was obtained.

(7) Candidates who have been exempted by the Minister of Education from attending at a Normal School on account of equivalent training in other provinces or countries and who are required to write on the final Normal School examinations for interim certificates will take all final examinations in the subjects of Groups I and II of their course and will also satisfy the examiners by teaching and other tests that they are competent to direct the practical work in the subjects covered by the certificates for which they are candidates. These examinations may be taken together at one annual examination or separately at different annual examinations.

(8) The pass standard for all candidates exempt from attendance is the same as that for teachers-in-training in attendance, but no allowance will be made for sessional work, if any, in the case of candidates not in attendance.

(9) The final examinations in Reading, Vocal Music, and Physical Culture for candidates exempt from attendance will include written tests, and also practical tests, to each of which 100 marks will be assigned.

(10) Candidates exempt from attendance shall take their practical tests in Group III at such times during the session as may be decided upon by the Principal. They shall take their examinations in the subjects of Groups I and II in June on dates set apart for the examination or, in part in June, and in part at such times during the session as are set apart for the examinations of candidates in attendance.

(11) The holders of British Teachers' certificates obtained after two years' attendance at a Teachers' Training College and whose academic standing is accepted by the Minister of Education as the equivalent of that required for admission to the First Class course may qualify for Interim First Class certificates by passing the Normal School Final First Class examinations in the subjects of Group I, and in Nature Study, Agriculture and Horticulture, Art, and Manual Training of Group II.

Kindergarten Primary Examinations

24. (1) For the purpose of determining the final standing of teachers-in-training in the Kindergarten-Primary Course, the subjects of the Normal School Course of Study shall be grouped as follows:

Group I.

Kindergarten Principles, School Organization and Management, Arithmetic.

Group II.

Science of Education, Kindergarten Practice, Composition and Literature.

Group III.

Reading and Spelling, Writing, Art, Vocal Music, Hygiene, Physical Culture, Nature Study and Geography, Manual Training, Sewing.

(2) *(a)* There shall be final written examinations in the subjects of all the Groups. These shall be held as follows: In Group I, in February; in Group II, in June; and in Group III, on the completion of the course concerned.

(b) In the subjects of Groups I and II, the final examination papers will be prepared by the Department, one on each subject except in Kindergarten Practice, in which there shall be three—one on Gifts, one on Occupations, and one on Songs, Games, and Stories, all being prepared by the staff. The final examination papers in Group III shall be prepared for each school by its staff. Copies of the papers and a statement of the other tests shall be sent to the Registrar of the Department on the completion of the examination concerned.

(c) The final examination in all the Groups shall be based upon the courses of study as prescribed in Circular 23A.

(3) *(a)* The final examination papers in Kindergarten Principles and School Organization and Management shall be special. The maximum marks for each subject shall be 100 for the sessional records and 100 for the final examination.

(b) In Group II, the maximum marks for Kindergarten Practice shall be 600, 100 being allowed for practical book work in Gifts, in Occupations, and in Songs, Games and Stories, and 100 for each of the three papers. For each of the other subjects, the maximum marks shall be 200—100 being allowed for sessional records and 100 for the final examination.

(4) The final examination papers and other tests in Group III shall be based upon the courses for the Kindergarten, the Kindergarten-Primary, and Form I, and the maximum marks for each shall be 100 for the sessional records and 100 for the final examination.

Observation and Practice Teaching

25. (1) The marks counted in estimating the final standing of the teacher-in-training in Observation and Practice-teaching shall be those awarded her during the session for the lessons following those which form the Introductory Practice-teaching Course. [See 18 (3).]

(2) The maximum marks for Observation in the Kindergarten Form shall be 250; in the Kindergarten-Primary Form, 150; and in the First Form, 150; for the Practice-teaching in the Kindergarten Form, 500; in the Kindergarten-Primary Form, 250; and in the First Form, 250.

Interim Kindergarten-Primary Certificates

(See page 14, Section 19 (2) above)

26. (1) A teacher-in-training who at the final examinations obtains 50 per cent. of the marks in each subject of Groups I, II, and III, and 60 per cent. in each of Observation and Practice-teaching may be granted on the recommendation of the staff an Interim Kindergarten-Primary certificate, which shall be valid for four years in a Kindergarten-Primary Form, a First Form, or an assistant or director in a Kindergarten Form.

(2) A teacher-in-training who at the final examinations fails to obtain a Kindergarten-Primary certificate, but who makes at least 60 per cent. in each of Observation and Practice-teaching, and who falls below the 50 per cent. standard in not more than four subjects of Groups I, II, and III, combined, may, on the recommendation of the staff, be exempted, as provided in (6), below, from further attendance at a Normal School in order to obtain a certificate. Others who have failed are required to attend from the beginning of the second term until the close of the session in June, repeat the course and write on all subjects at the final examination. [See 7 (1) *(b)* above.]

(3) The holder of an Interim Kindergarten-Primary certificate may be granted, if academically qualified, an Interim First Class certificate provided she has attended for the second and third terms the courses at a Normal School for said certificate and has passed the tests therefor at the final examinations; but the Principal of the Normal School may exempt such candidate from all or from parts of the courses which are the same for the First Class as for the Kindergarten-Primary certificate, but not from the examinations thereon. Such candidate's work in Observation and Practice-teaching may be confined to the forms beyond Form I, the number of Observation lessons being 30 and of Practice-teaching lessons, 15.

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(4) The holder of an Interim First Class certificate or an Interim High School Assistant's certificate may be granted an Interim Kindergarten-Primary certificate provided that she has attended the course for a Kindergarten-Primary certificate from January to June and has passed the tests therefor at the final examinations in February and June, but the Principal of the Normal School may exempt such candidate from all or from parts of the courses which are the same for the Kindergarten-Primary and the First Class or High School Assistant's certificate, but not from the examinations thereon.

(5) The holder of a Kindergarten Director's Certificate obtained under previous Regulations may be granted, if academically qualified, an Interim Kindergarten-Primary certificate provided that she has attended for at least the third term the courses at a Normal School in the Kindergarten-Primary and First Form subjects and has passed the final examinations connected therewith. Such candidate's work in Observation and Practice-teaching may be confined to the Kindergarten-Primary and Form I.

(6) Candidates who are hereafter exempted from attendance at a Normal School as provided in 26 (2) above, may take the examination or examinations in the subject or subjects in which they failed, but there shall be no allowance for the sessional marks obtained during attendance at the Normal School. These examinations may be taken together at one annual examination or separately at different annual examinations.

(7) A teacher holding a Permanent Second Class, an Interim or Permanent First Class, or High School Assistant's certificate may be admitted to Summer Courses for a Kindergarten-Primary certificate and, if successful in passing the final examination in connection therewith, may be granted an Interim Kindergarten-Primary certificate valid for two years. Such Interim certificate will be made permanent on the report of the Inspector, or Inspectors concerned, that the holder thereof has taught successfully thereon in one or more of the schools of the Provincial system for at least two years. See (8) below.

(8) Interim Kindergarten-Primary certificates obtained from attendance at Summer Courses shall cease to be valid on the expiration of the holder's Interim First Class or High School Assistant's certificate and no Kindergarten-Primary certificate obtained from a Summer Course shall be made permanent until the holder is in possession of a Permanent First Class or Permanent High School Assistant's certificate.

Recommendation—The holders of Kindergarten and of Kindergarten-Primary certificates are recommended to obtain, by attending the Summer Courses provided by the Department, one or more Elementary certificates in Art, Vocal Music, Manual Training, Household Science, and Physical Culture. By so doing, those whose time is occupied in the forenoon only may take part in the work of the other grades of the school in the subjects covered by the aforesaid certificates.

Note—No one shall hereafter be qualified to teach a Kindergarten-Primary Form except those who hold a Kindergarten-Primary certificate obtained under the Regulations of the Department.

PERMANENT CERTIFICATES (See Circular 72, 1936)

Kindergarten-Primary, Second, and First Class

27. I. Kindergarten-Primary Certificates.

An Interim Kindergarten-Primary certificate is valid for four years from the date of issue. A teacher who holds an Interim Kindergarten-Primary certificate and who has had three years' teaching experience on that certificate may apply for a Permanent certificate when the following conditions have been fulfilled:

(1) The Minister has received from the Inspector or Inspectors of the Province of Ontario under whose supervision the teacher has taught three yearly reports showing that the teacher's work has been satisfactory.

NOTE: In addition to these reports the Minister may ask for a special report from one or more Inspectors appointed by him for this purpose.

(2) The teacher has the academic qualifications required for admission to the First Class course of the Normal Schools.

(3) The teacher holds an Elementary certificate in Art and in Music.

NOTE: These certificates may be obtained through summer courses provided by the Department of Education.

II. SECOND CLASS CERTIFICATES.

(1) An Interim Second Class certificate is valid for four years from the date of issue. A teacher who holds an Interim Second Class certificate and who has had three years' teaching experience may apply for a Permanent certificate when the following conditions have been fulfilled:

(a) The Minister has received from the Inspector or Inspectors of the Province of Ontario under whose supervision the teacher has taught three yearly reports showing that the teacher's work has been satisfactory.

NOTE: In addition to these reports the Minister may ask for a special report from one or more Inspectors appointed by him for this purpose.

(b) The teacher has the academic qualifications required for admission to the First Class course of the Normal Schools.

(c) The teacher holds *one* of the following certificates obtained by attendance at two summer sessions: Elementary Agriculture, Elementary Household Science, Elementary Manual Training, Kindergarten-Primary, Art Supervisor, Music Supervisor, Physical Training Supervisor; or *two* of the following certificates obtained by attendance at summer sessions: Elementary Art, Auxiliary Training, Health Teaching, Elementary Music, Elementary Physical Training.

(2) A teacher who holds an Interim Second Class certificate may, when academically qualified, obtain an Interim First Class certificate by successfully passing the final written and practical examinations of the Normal School in Elementary Science, Advanced English, Algebra and Geometry. Such Interim certificate may then be made Permanent by fulfilling the conditions prescribed in Section III following.

III. FIRST CLASS CERTIFICATES.

(1) An Interim First Class certificate is valid for four years from the date of issue. A teacher who holds an Interim First Class certificate and who has had three years' teaching experience on an Interim Second, Permanent Second, or Interim First Class certificate may apply for a Permanent certificate when the following conditions have been fulfilled:

(a) The Minister has received from the Inspector or Inspectors of the Province of Ontario under whose supervision the teacher has taught three yearly reports showing that the teacher's work has been satisfactory.

NOTE: In addition to these reports the Minister may ask for a special report from one or more Inspectors appointed by him for this purpose.

(b) The teacher has completed an Ontario university course of at least one year approved by the Minister as to entrance requirements and content.

This course shall include English, and is additional to the academic requirements for a First Class certificate.

The teacher holding an Interim First Class certificate valid in schools attended by French-speaking pupils has completed a University of Ottawa course of at least one year approved by the Minister as to entrance requirements and content. This course shall include English and French, and is additional to the academic requirements for a First Class certificate.

A teacher who holds an Interim First Class certificate may substitute any special certificate specified under Section II (1) *(c)* requiring one summer session for one subject of the university requirements; or he may substitute a certificate or certificates requiring two summer sessions for two university subjects. But the maximum exemption under this plan will be *two* university subjects, and English must not be one of the exemptions claimed.

NOTE: The university course specified above may be taken extra-murally, or at any time intra-murally if the teacher has the full matriculation requirements. Before entering on the course, the teacher should obtain from the Registrar of the university in which he wishes to register a list of the subjects given by that university to meet the requirements for a Permanent First Class certificate, and, after selecting from that list the subjects on which he wishes to write, he should submit his selection to the Minister of Education for approval.

(c) The teacher has completed a summer course in Education prescribed by the Department. No teacher will be admitted to this course who has not had at least two years' teaching experience.

(2) A teacher who holds a Permanent Second Class certificate and who has already passed any of the professional examinations for a Permanent First Class certificate under former Regulations may, until June, 1938, complete his qualifications under the provisions of Section 29 (4), page 23, of Circular 23, 1934.

(3) A teacher who took the Second Year Normal School course and obtained a Permanent Second Class certificate may, before July, 1938, if academically qualified, obtain a Permanent First Class certificate by writing on the final examinations on those subjects in the Second Year course which were required for Permanent First Class but not required for Permanent Second Class certificates. These subjects were Algebra and Geometry and any two of: Biology, Physics and Chemistry, French, and Latin. Such teachers must, however, satisfy the examiners by practical tests of their ability to teach the subjects in which such examinations are taken. See Addenda, Circular 23A, 1936.

(4) A teacher who attended an Ontario Normal School during the session of 1926-27, or previously, and thereafter obtained a Permanent Second Class certificate under the regulations in force at the time of such attendance may, if he is academically qualified and has successfully passed the final written and practical examinations of the Normal School in Elementary Science, Advanced English, Algebra and Geometry, apply for a Permanent First Class certificate when the conditions prescribed above in III (1) *(a)* and *(c)* for a First Class certificate have been fulfilled. Such teacher will be exempted from the university course mentioned above in III (1) *(b)*.

IV. EXPIRED CERTIFICATES.

Expired Interim certificates will be extended from year to year on evidence of satisfactory progress by the holders towards the additional qualifications required.

APPEALS

28. A candidate who has passed in Practice-teaching, but has failed at an examination for a First Class or Kindergarten-Primary certificate may have his case reconsidered if, *within two weeks after the announcement of the results,* his appeal, with a statement of the grounds on which it is based, is lodged with the Deputy Minister, accompanied by a fee of $2.00 per paper. This fee will be returned to the candidate if the appeal is sustained.

NORMAL MODEL SCHOOLS

29.—(1) The terms of the Normal Model Schools at Ottawa and Toronto shall correspond with those of the Public and Separate Schools. The Regulations of the Department of Education with regard to pupils and teachers in Public and Separate Schools shall apply to the teaching staff and to the pupils of the Normal Model Schools, subject to any modifications that may be made from time to time by the Minister of Education.

(2) In the discharge of their duties, the assistant teachers of each Normal Model School shall be subject to the authority of the Headmaster of the Normal Model School, who shall himself be subject to the authority of the Principal of the Normal School and responsible to him for the management and efficiency of the school under his charge.

THE OTHER URBAN AND THE RURAL MODEL SCHOOLS

30.—(1) The Principals and teachers of the other urban and rural Model Schools shall be subject to the authority of the Principal of the Normal School concerned for the purposes of the Normal School only, and shall discharge the duties required by the regulations of the Department satisfactorily to the said Normal School Principal thereof. In the event of any dispute between the Principal of the Normal School and any Principal or the teacher of any class in regard to any matter affecting the Normal School, the question in dispute shall be submitted for settlement to the School Board concerned, and, in the event of continued disagreement, to the Minister of Education, whose decision shall be final.

(2) Every teacher of the Model Schools in charge of a class-room set apart for Observation and Practice-teaching, shall receive the teachers-in-training into his or her class-room for the aforesaid purposes, and all teachers concerned in any way in the courses of instruction required by the Department for the Normal School shall keep such class records and make such reports as may be required by the Minister of Education or the Regulations of the Department.

(3) The Principal of the Normal School shall be permitted on consultation with the Principals of the Model Schools to arrange the time-table and such other details of organization as may be necessary for the purposes of the Normal School, and any question in dispute shall be referred to the School Board, and, in the event of continued disagreement, to the Minister of Education whose decision shall be final.

SPECIAL PROVISION FOR THE NORTH BAY NORMAL SCHOOL

(31) *(a)* At the North Bay Normal School the Department of Education will assist teachers-in-training who have been in attendance and whose ordinary places of abode are in the Districts of Ontario by refunding to each such teacher-in-training the cost, in excess of Five Dollars, of the return railway or boat fare from his home to the school in September and to his home at the close of the session.

(b) To be entitled to assistance for the above travelling expenses it will be necessary for teachers-in-training to obtain receipts for all boat or railway fares, showing the amounts of the fares and the point or points from which the tickets were purchased and these receipts must be deposited with the Principal and by him forwarded to the Deputy Minister of Education when application is made for payment.

(c) No allowance will be made for parlour cars, berths, meals on train, luggage, etc., nor will the above assistance be available for a second year should the teacher-in-training receiving it fail to secure an Interim certificate after one year's attendance.

REPEAL OF REGULATIONS

All former Regulations of the Department of Education that are inconsistent with the Regulations herein are hereby repealed.

Department of Education, Toronto,
July, 1936.